

MOVE-OUT PROCEDURES

The time is approaching when your lease will be expiring. On the last day of your lease, you must vacate your apartment by 12:00 p.m. (noon). To determine the exact date, please check page one of your lease.

You must return all keys for your unit (including your mailbox key, if applicable), carpet receipts, and one of the attached forms to us with your forwarding address(es). Do not leave these items at the rental premises. A minimum charge of \$100.00 will be levied if ALL keys are not returned to our office BY NOON on the lease ending date. Also, if you do not submit the carpet cleaning receipt to our office BY NOON on your lease ending date, we will have the carpeting professionally cleaned and the expense will be deducted from your security deposit.

If you are paying for electricity, **the electric bill must be kept in your name until the date your lease expires.** You may not shut the electric off or put the electric back into our name until the date your lease expires, regardless if you are vacating earlier. Please contact West Penn power at 1-800-686-0021 to arrange a final reading as of your lease expiration date. A \$50.00 fee will be charged against your security deposit if you have the electricity shut off early, or do not follow the above procedures.

Security deposit refunds will be returned to you within 30 days from the expiration date of the lease along with an itemized list of any deductions. The following is a comprehensive list of all items which must be cleaned in order to recover as much of your deposit as possible. Some items may not be applicable to your unit in particular; if they are not, simply disregard.

KITCHEN

- Cabinets and drawers – clean inside and out
- Counter top and backsplash – must be cleaned and bleached if stained
- Refrigerator and freezer – must be cleaned inside and out (including the kickplate on the bottom) and then turned to the lowest setting. Freezer must be defrosted; do not use a knife to scrape ice in your freezer. If the knife should happen to slip and puncture the freezer, you will be charged for repairs or replacement.
- Range – top, back, front, oven, broiler, and underneath the top burners. New drip pans must be installed on the stove top. A charge of \$25.00 per set will be assessed if new drip pans are not installed.
- Floors – must be scrubbed including underneath the stove and refrigerator as well as the open areas
- Ceramic tile – must be cleaned to a sheen with no grease or scum present
- Fire extinguisher – must be fully charged. If the fire extinguisher is not charged, a \$100.00 fee will be assessed.
- Windows – clean inside until free of film or streaks. Clean windowsills
- Blinds – must be taken down and washed with soap and water and dried then rehung
- Dishwasher – clean inside and out

BATHROOM

- Ceramic tile – must be cleaned to a sheen and free of soap scum
- Bathtub enclosure – must be cleaned and free of residue
- Bathtubs – clean inside and out leaving no residue or hair
- Toilets – cleaned inside, outside, and especially around the bottom
- Medicine cabinets – cleaned inside and out, including the mirror
- Sinks – must be cleaned leaving no powder residue or hair
- Vanities – emptied and wiped out inside and out
- Floor – must be scrubbed (also waxed if asphalt tile)
- Lights – must all be working and free of dust and bugs
- Soap dish and toothbrush holder (if applicable) – cleaned top and bottom
- **Shower curtains, toilet paper, and hand soap must be removed**

CARPETING

- Any carpeting at all **must be professionally steam cleaned** to remove all stains and ground-in dirt, no later than noon on the date your lease expires
- Carpet machine rental is not a sufficient substitution for professional steam cleaning
- Carpet should be the last item cleaned prior to vacating the unit, no more than 10 days before your lease end date
- It is your responsibility to grant access to your unit for the carpet cleaning company you choose; please make arrangements to let cleaners into your own unit
- Continental will not release your keys to the carpet cleaning company — no exceptions
- If carpets do not look professionally cleaned during our inspection, you could be charged additional cleaning fees
- Likewise, if the carpets *do not come clean*, it may be necessary for us to have it redone at your expense
- Carpet cleaning CANNOT TAKE PLACE AFTER YOUR LEASE ENDS
- CARPET CLEANING RECEIPTS MUST BE PRESENTED TO THE OFFICE WITH KEYS AND FORWARDING ADDRESSES by noon on your lease expiration date
- If no receipts are remitted, you will still be charged for professional carpet cleaning
- For your benefit, please ensure the above procedures are adhered to and you will have few issues

GENERAL

- Blinds – must be taken down and washed with soap and water and dried then rehung. Please check to see that all soap marks are gone.
- Dining Room Floor – should be scrubbed and waxed if tile, and professionally cleaned if carpeted, paying particular attention to the edges.
- Dining Room Light – must be cleaned, free of dust and bugs, and all bulbs in working condition

- Railings – all must be cleaned
- Windows – cleaned inside and out with no streaks, paying attention to windowsills
- Furniture – must be assembled and dusted. All furniture that *is the property of the owner* and was in your unit upon move-in, must be there at move-out.
 - Furniture that you leave behind because it was the property of previous tenants WILL BE REMOVED AT YOUR EXPENSE.
- Balconies and Porches (both back and front) – must be clear of debris and swept
- Furnace Rooms – must be completely empty and swept (scrubbed, if tile)
- Cobwebs – must all be swept away
- Nail holes – must be spackled and sanded
- Foyers – lights and door windows must be cleaned and floors swept and scrubbed

SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS

- **Must be present and working** – Failure to keep working batteries in any detectors will result in a fine of \$50.00 for EACH detector found with non-functional batteries. A fine of \$100.00 will be levied for EACH smoke detector or carbon monoxide detector that has been damaged or is missing.
- **WARNING: If you vacate your unit weeks to months before your lease end date, you must still ensure that the batteries are working in these detectors or you will be subject to the fines described here. NO EXCEPTIONS.**
- If you intend to vacate your unit at the end of the spring or May semesters, plan on changing all batteries then (regardless if they seem to be functional) to ensure your detectors will still be in working order on your lease end date in August.

OTHER CHARGES

In addition to any charges assessed for cleaning, the following items will be deducted from your security deposit if they are not paid before the end of your lease:

- any late fees
- outstanding invoices
- unpaid rent
- NSF/charges for returned checks
- legal fees that may have been incurred
- any additional damages to either the unit itself or the furniture

The security deposit will be returned in the following manner: All deductions will come out of the top of the deposit. **Only one check will be issued, made payable to all tenants on the lease unless otherwise stated on the attached Forwarding Address Form.**

If you have not vacated your rental unit by noon on the expiration date of your lease a **minimum \$200.00 overstay/holdover fee will be charged for every day the unit is occupied beyond the lease end date.**



FINAL BILLS

Utilities

You must furnish paid receipts for final water, sewer, and refuse bills if this applies to your lease. If you do not obtain final readings and do not pay final bills that are your responsibility as per your lease agreement, you will be charged all utility costs plus a fine of \$50.00.

Heating fuel

If leased premises are heated with oil or propane, you must have the tank filled at the end of lease and submit a paid receipt to our office. If the tank is not filled, Continental will have the tank filled and the charge for filling the tank will be deducted from your security deposit, as well as a fine of \$50.00.

Cable/phone/Internet services

Notify companies of your departure. Please take any equipment with you or return it to the appropriate company if you are renting it, e.g. cable box. **Continental will not return cable or phone equipment to local facilities; if found, we will dispose of it.**

Final note on carpet cleaning

It is your responsibility to ensure that the carpet cleaners you choose do a professional job. Please inspect your unit after having the carpet professionally cleaned to ensure that the job has been completed satisfactorily.

UNIT CLEANING TIPS

When you are finished cleaning the oven, turn it on for a few minutes. If it dries with a white residue left take a clean wet cloth and wipe it out again.

When you are done in the bathroom, kneel and look at the ceramic tile by the tub to see if the soap scum is completely gone. Also look at the soap dish and toothbrush holder to make sure that the bottoms of these are clean. Check the bathroom to ensure that all hair is gone.

When you are finished in the kitchen, look at the ceramic tile at an angle to check for any grease spots that may have been missed. Also, do not forget to check the bottom of the range for leftover grease.

Do not forget the closets. These all must be cleaned out and swept and/or scrubbed.

Make sure all light covers are free of dust and bugs.

Your unit will not only be visually inspected, but also physically examined. If when you run your hand over your counter and your bathtub or sink, you see white powder, you probably need to wipe these fixtures again.

SECURITY DEPOSIT REFUNDS



Following our inspection of your unit, **if you are entitled to a refund of your security deposit, we will mail it to you within 30 days of your lease end date (regardless of whether you have vacated earlier)** in accordance with the Pennsylvania Landlord Tenant Act. **Unless otherwise specified, one check will be issued made payable to ALL TENANTS ON THE LEASE.**

FORWARDING ADDRESSES

In order to receive your security deposit, you will need to provide forwarding addresses for us to mail your check. There are three ways to have your check returned via postal mail:

1. One check with all tenants' names — deposit will be returned in this manner if no other options are selected
2. One check in one tenant's name — requires sign off from all tenants
3. Separate checks for each tenant — requires addresses for *all tenants*, plus a cost of \$10.00 *per check issued* will be deducted from each check.

Please choose Option #1, #2 or #3 by completing the appropriate form on the following pages.

You also need to **forward your mail with the local post office** following the termination of your lease; we do not provide mail forwarding services. Forwarding address packets are available at any local post office or online at <https://www.usps.com/manage/forward.htm>.

THANK YOU FOR YOUR BUSINESS!

We would like to thank you for leasing with us. If we can be of any assistance to you in the future, please do not hesitate to let us know.

Continental Real Estate Mgmt., Inc.
300 South Allen St.
State College, PA 16801
814-238-1598
www.continentalrealestate.net



Option #1 – ONE check made payable to ALL TENANTS ON THE LEASE

This option benefits tenants who will be remaining in the same town following your lease end, or those tenants who are a family.

ADDRESS WHILE RENTING FROM CONTINENTAL: _____

RESIDENT NAMES

_____	_____
_____	_____
_____	_____
_____	_____

Please mail ONE CHECK TO:

Addressee name

Street

City/State/ZIP code



Option #2 – ONE check made payable to ONE tenant on the lease

To ensure that it is mutually acceptable to make one payment to a specific tenant, **EVERYONE ON THE LEASE MUST SIGN OFF TO AUTHORIZE THIS REQUEST.** Complete the following to receive ONE CHECK:

ADDRESS WHILE RENTING FROM CONTINENTAL: _____

Resident's name, please print

Sign/Date

Resident's name, please print

Sign/Date

Resident's name, please print

Sign/Date

Resident's name, please print

Sign/Date

Resident's name, please print

Sign/Date

Resident's name, please print

Sign/Date

(If you have more tenants/signatures than this form permits, please attach additional sheets to this form.)

Please mail ONE CHECK TO:

Addressee name

Street

City/State/ZIP code



Option #3 – Separate check for each tenant

If you require more than one check, i.e. a check written for each tenant, please include the name and forwarding address for all residents whose names appear on the lease. Please note we charge a \$10.00 processing fee for *each additional check issued*. The amount of each check will be the total security deposit refund, equally divided by the number of tenants on the lease.

ADDRESS WHILE RENTING FROM CONTINENTAL: _____

FORWARDING ADDRESSES (if you need more space, please attach additional sheets to this form):

Resident #1

Address

City/State/ZIP code

Resident #2

Address

City/State/ZIP code

Resident #3

Address

City/State/ZIP code

Resident #4

Address

City/State/ZIP code

Resident #5

Address

City/State/ZIP code

Resident #6

Address

City/State/ZIP code